



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STAFF CONSERVATION EDUCATOR	38	B	1.750
CONSERVATION EDUCATOR IV	37	B	1.754
CONSERVATION EDUCATOR III	35	B	1.755
CONSERVATION EDUCATOR II	33	B	1.751
CONSERVATION EDUCATOR I	30	B	1.753

SERIES CONCEPT

Conservation Educators plan, organize, implement and evaluate educational programs designed to teach hunter and boating safety, environmental concepts and other wildlife related areas to the public, and participate in public relations activities.

Plan, organize, coordinate and present educational programs in hunter and boating safety, aquatic and environmental education, or other assigned area in accordance with program goals and objectives; recruit and supervise volunteer and contract instructors; schedule and coordinate workshops and other training opportunities for instructors.

Evaluate and critique instructor effectiveness; identify developmental needs, provide technical guidance and assist instructors in securing educational materials and guest speakers; survey and review local demand for instructional programs; write contracts for training, inspect training facilities, and maintain records related to course frequency and attendance.

Develop and participate in the annual and biennial budget preparation process; compile and assess data; identify priorities and program needs; submit requests for funding; recommend fund transfers as appropriate; monitor program expenditures to ensure sound fiscal management.

Train, supervise and evaluate the performance of assigned personnel; assign and review work; develop and modify work performance standards and annual work programs; counsel and discipline staff as appropriate.

Direct, coordinate or participate in public affairs activities; prepare and present radio and television broadcasts; conduct live and prerecorded interviews to provide information concerning assigned program areas, Division activities and current wildlife issues; respond to written and telephone inquiries and speak before community groups.

Write and edit publicity materials and public service announcements; take photographs and write feature articles; write news releases and stories for newspaper publication; prepare bulletins, newsletters, pamphlets, lesson plans and visual aid materials.

Maintain professional working relationships with various community organizations by attending meetings, explaining policies and programs, and soliciting information concerning the needs of service organizations, schools and the public; incorporate information into program curriculum and reassess results.

Perform related duties as assigned.

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CLASS CONCEPTS

Staff Conservation Educator: Under the general supervision of the Bureau Chief, Conservation Education, incumbents plan, develop, direct, and implement a statewide program in Hunter Safety, Boating Safety, or Environmental Education, and may supervise assigned personnel. Duties include responsibility to:

Develop, organize and evaluate course content, instructional materials and teaching aids; rewrite course materials; research new and innovative instructional materials; develop long range goals and objectives; coordinate programs with school districts and adjust course curriculum as needed; visit schools and make presentations to students to provide instruction regarding wildlife and safety.

Develop short and long range plans and program goals; update policies, procedures and priorities; seek out external funding sources and administer grants by completing and submitting required documentation and reports.

Conservation Educator IV: Under general supervision, incumbents oversee implementation of all Conservation Education and Public Affairs programs at the regional level and supervise permanent conservation education staff, in addition to performing the full range of duties outlined in the series concept.

Conservation Educator III: Under general supervision, incumbents perform the more difficult and complex assignments and function at the advanced journey level.

Conservation Educator II: Under general supervision, incumbents perform the full range of duties in an assigned program area such as hunter or boating safety, environmental or aquatic education or other assigned program. This is the journey level in the series.

Conservation Educator I: Under direct supervision, incumbents receive training in performing all or part of the duties outlined in the series concept.

MINIMUM QUALIFICATIONS

STAFF CONSERVATION EDUCATOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education, journalism, wildlife management, biology or closely related field and four years of professional experience in conservation education which included presenting and evaluating educational programs, writing news releases, developing written materials for the public, and preparing and presenting radio and television broadcasts; **OR** two years as a Conservation Educator III and/or Conservation Educator IV in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: public relations principles, practices and techniques. **General knowledge of:** basic principles of training and supervision; budget preparation and administration; Division programs, activities and resources. **Ability to:** develop training programs; design publications and displays using computer graphics software; *and all knowledge, skills and abilities required at the lower levels.*

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MINIMUM QUALIFICATIONS (cont'd)

STAFF CONSERVATION EDUCATOR (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: Division planning and budgeting processes; Wildlife Commission Regulations and sections of State, federal and local laws and ordinances applicable to assigned program areas.

CONSERVATION EDUCATOR IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education, journalism, wildlife management, biology or closely related field and three years of professional experience in conservation education including presenting and evaluating educational programs, developing curricula, writing news releases, developing written materials for publication, and preparing and presenting radio and television broadcasts; **OR** one year as a Conservation Educator III in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: wildlife management principles, practices and regulations; development and evaluation of instructional methods and materials. **Ability to:** write, prepare and edit educational materials for children and adults; evaluate program results in relation to short and long range plans; work effectively and cooperatively with other agencies and organizations; organize and coordinate the work of others; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: budgeting procedures to determine annual and biennial equipment and expense needs; Division and program goals and objectives; State purchasing policies and procedures; rules and regulations related to supervision of personnel. **Ability to:** train, supervise and evaluate the performance of assigned personnel.

CONSERVATION EDUCATOR III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education, journalism, wildlife management, biology or closely related field and two years of professional experience in conservation education which included presenting educational programs, writing news releases, developing written materials for publication and preparing and presenting radio and television broadcasts; **OR** one year as a Conservation Educator II in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: graphic arts used in designing effective publications and displays; journalistic writing and editing techniques; wildlife management practices and principles; basic ecological principles and animal identification and classification; wildlife laws and regulations; basic photographic principles and videographic techniques including the operation of related equipment; audiovisual equipment and techniques; hunting or fishing equipment used in the assigned educational programs. **Ability to:** apply graphic art techniques in developing visual materials for printed or broadcast media; conduct outdoor and environmental education training programs; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: goals and objectives of assigned programs. **Ability to:** operate a microcomputer including word processing and graphics software; recruit and supervise volunteer instructors.

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MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION EDUCATOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education, journalism, wildlife management, biology or closely related field and one year of professional experience in conservation education which included presenting educational programs, writing news releases, developing written materials for publication and preparing and presenting radio and television broadcasts; **OR** one year as a Conservation Educator I in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: graphic arts used in designing effective publications and displays; journalistic writing and editing techniques; wildlife management practices and principles; basic ecological principles and animal identification and classification; wildlife laws and regulations; basic photographic principles and videographic techniques including the operation of related equipment; audiovisual equipment and techniques; hunting or fishing equipment used in the assigned educational programs. **Ability to:** apply graphic art techniques in developing visual materials for printed or broadcast media; conduct outdoor and environmental education training programs; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for the Conservation Educator III.)

CONSERVATION EDUCATOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in education, journalism, wildlife management, biology or closely related field; **OR** an equivalent combination of education and professional experience in coordinating and presenting education programs in hunter and boating safety, aquatic and environmental education; identifying training needs for the public; writing and editing publicity materials and public service announcements; and preparing and presenting radio and television broadcasts.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: journalism principles and practices to produce news releases and broadcasts; educational concepts and techniques sufficient to provide guidance and assistance to persons conducting training courses. **Ability to:** communicate effectively both orally and in writing; speak effectively in public to explain programs, policies and procedures; comprehend technical information and written materials; write clear, concise and grammatically correct written materials for publication.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for the Conservation Educator II.)

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>1.750</u> 7/1/87P 10/17/86PC	<u>1.754</u> 7/2/99R 6/16/00PC	<u>1.755</u> 7/1/97P 6/4/96PC	<u>1.751</u> 7/1/87P 10/17/86PC	<u>1.753</u> 7/1/87P 10/17/86PC
REVISED:	7/1/97P 6/4/96PC			7/1/97P 6/4/96PC	7/1/97P 6/4/96PC
REVISED:	7/2/99R 6/16/00PC				